

Rec 5-11-98

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Local Employee Position Classification Handbook, Appendix B and 1979 A-3606

1. POST Hanoi, Vietnam	2. AGENCY State Department	3. POSITION NO. N-527-
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4. REASON FOR SUBMISSION

☐ a. Reclassification: This position replaces

Position(s) No. _____ (Title), _____ (Series) _____ (Grade)

No. _____ (Title), _____ (Series) _____ (Grade)

☒ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date

a. Post Classification Authority

Chauffeur FSN-1015

3

RKD 5-12-98

b. Other

c. Recommended by Initiating Office

Chauffeur

3

6. POST TITLE POSITION (if any)

7. NAME OF EMPLOYEE

8. MISSION OR OFFICE

U.S. Embassy, Hanoi

c. Third Subdivision

a. First Subdivision

Administrative Office

d. Fourth Subdivision

b. Second Subdivision

General Services Section

e. Fifth Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Signature of Employee

Date

Signature of Local Supervisor

Date

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate Local Employee Position Classification Handbook (LPECH) standards.

Michael Mullins

5/11/98

Signature of American Supervisor

Date

Rita K. Daniels

5-12-98

Signature of Administrative or Personnel Officer

Date

13. BASIC FUNCTION OF POSITION

Serves as a Driver/Messenger.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Operates passenger vehicles and trucks.

Delivers diplomatic notes, letters, etc. to SRV offices, embassies, international organizations, etc.

Performs checks on vehicles before operating and informs dispatcher of any malfunctions.

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DESIRED QUALIFICATIONS

a. Education:

Completion of secondary school is required.

b. Prior Work Experience:

Three years of experience as a driver is required.

c. Post Entry Training:

None.

d. Language Proficiency:

Level II English is required. Good understanding of spoken English.

e. Knowledges:

Must know how to operate and perform minor maintenance on passenger vehicles and trucks.

f. Skills and Abilities:

Vietnamese driver's license valid for both passenger vehicles and trucks.

16. POSITION ELEMENTS:

a. Supervision Received:

The Dispatcher assigns schedule for operating all Embassy vehicles.
General Services Officer is the technical and administrative supervisor.

b. Available Guidelines:

N/A

c. Exercise of Judgment:

Exercises judgment in driving safety and selecting routes.

d. Authority to Make Commitments:

None

e. Nature, Level, and Purpose of Contacts:

Contacts at working level of airports to insure access for office vehicles would be useful.

f. Supervision Exercised:

None

g. Time Required to Perform Full Range of Duties after entry into the Position:

One month.